

**Disclaimer.** Please note, these Minutes have yet to be approved. Check with the department or Town Clerk for updated versions.

**BOARD OF SELECTMEN  
REGULAR MEETING  
November 2, 2016**

**Present:** Norman M. Needleman, First Selectman  
Stacia R. Libby, Selectman  
Bruce M. Glowac, Selectman

Norman Needleman called the meeting to order at 7:05 p.m.

**Approval of Agenda:**

**Motion** was made by Norman Needleman to approve the Agenda. Bruce Glowac seconded the motion. All in favor.

**Approval of Minutes:**

**Motion** was made by Stacia Libby to approve the October 5 Minutes. Bruce Glowac seconded the motion. All in favor.

**Informational Items, Communications and Correspondence:**

The Selectmen received a letter of appreciation from an Essex Resident for Trooper David Tretter on what an asset Trooper Tretter is to the Town.

The Town of Essex received a Certificate of Appreciation from the Connecticut River Coastal Conservation District, Inc.

The Essex Elementary School's solar project is complete and is now producing power.

**Public Announcements / Comment:** None

**OLD BUSINESS:**

**Capital Committee**

Mr. Bruce Glowac reported that the Town Hall project is pretty much wrapped up. The next project will be upgrading all of the smoke detectors in the building and installing a surround sound enclosure around the heating and air-conditioning motors to help reduce the sound of the equipment when it is running.

Both Ivoryton bridges are expected to be complete by the end of month.

There was discussion that the continuation of the Ivoryton sidewalks will be completed soon.

The building at the Town Garage is complete and they are working on switching over to propane. There will be two 1,000 gallon tanks which are being delivered on Friday. The Town Garage should be fully converted before the winter season.

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### **Job Descriptions**

**Motion** was made by Bruce Glowac to table the job descriptions. Stacia Libby seconded the motion. All in favor.

### **Evans Lane Dispute – “Pending Litigation” for FOIA Purposes**

Town Counsel reports that communications designed to resolve this dispute without litigation are ongoing with Attorney Whitney. This item will be continued on the November 16<sup>th</sup> agenda.

### **NEW BUSINESS:**

#### **Appointments and Resignations Board and Commissions**

**Motion** was made by Stacia Libby to recommend the following **Board of Selectmen appointments** to the Annual Town Meeting on November 21. Norman Needleman seconded the motion and it was unanimously approved. Motion carried.

#### **Harbor Management Commission**

Jeffrey Going  
Joseph Zaraschi  
Earl Fowler (alternate)

#### **Park & Recreation Commission**

Virginia Willetts

#### **Water Pollution Control Authority**

Susan Malan  
Mark Reeves  
Alvin Wolfgram (alternate)

#### **Zoning Board of Appeals**

Ward Feirer  
William Timothy Furgueson

#### **Zoning Commission**

Jim Hill  
Jeffrey Lovelace (alternate)

**Motion** was made by Stacia Libby to recommend the following **Board of Selectmen appointments**. Norman Needleman seconded the motion and it was unanimously approved. Motion carried.

#### **CRERPA**

Alan Kerr

#### **Central Regional Tourism District**

Jaqueline Hubbard

#### **Tree Committee**

Susan Malan  
Mark Pratt  
Judith Saunders

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Norman Needleman reported the following **First Selectman appointments** that will go to the Annual Town Meeting on November 21:

**Conservation Commission**

Jeffrey Lovelace  
Frank Hall

**Economic Development Commission**

Janet Peckinpaugh  
Edward Cook  
George Sexton (Planning)  
David Winstead

**Inland Wetlands Commission**

Stephen Knauth  
Jim Hill  
Daniel Lapman  
Andre Roussel (alternate)

Norman Needleman reported the following **First Selectman appointments**:

**Essex Housing Authority**

Janice Atkeson

**Retirement Board**

Ethan Goller

**Permit Fees – Essex Land Trust for Navy Lane**

**Motion** was made by Stacia Libby to waive all of the Town of Essex Permit Application Fees for the Essex Land Trust property on Navy Lane. Norman Needleman seconded the motion and it was unanimously approved. Motion carried.

**2017 Holiday Schedule**

**Motion** was made by Stacia Libby to approve the 2017 Town of Essex Holiday Schedule. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

**2017 Board of Selectmen Meeting Schedule**

**Motion** was made by Bruce Glowac to approve the 2017 Board of Selectmen Meeting Schedule. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

Norman reminded everyone that:

- The Annual Report Dedication will be at 6:30 on Thursday, November 17th in the Auditorium
- The Annual Town Meeting will be at 7:00 pm on Monday, November 21
- The Annual Budget Meeting will be at 7:30 pm on Monday, May 8

**Public Comment:**

Kelly Sterner, Director of Finance, reported that the Town has been working on two software initiative projects. The first project was formed as a result of the Town being selected to participate in a grant

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to the Capital Region COG (CRCOG) for funding to be used in researching and finding a document management software platform that would work well in a Municipal setting. With CRCOG overseeing the RFP and vendor selection, the field of applicants has been narrowed to Prime AE Group, Rocky Hill, Connecticut. The grant will pay for the initial set up and installation and will most likely pay for the first year of operating costs and possibly part of the second year.

The second software initiative project was finding permitting software. The Town has selected software called Muncity developed by Software Development Associates. Muncity presented their software platform to town employees. Muncity has permitting, public works, health, and mobile applications for permitting. It also has the ability to put in notes while on location; it can also create appointments in the calendar for inspections. The DPW functionality will allow us to create an inventory of infrastructure “assets” which we can then schedule for inspections, service, etc. Muncity has the capability to work with other and/or existing mapping programs already being used by Towns.

**SELECTMEN GENERAL DISCUSSION:**

**Motion** was made by Norman Needleman to adjourn the meeting at 7:49 p.m. Bruce Glowac seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,  
Maria P. Lucarelli